

THE DEPARTMENT OF THE ARMY-JOB OPPORTUNITY ANNOUNCEMENT

JOB NO: ERDC 002H

If you applied under the previous announcement, you need not reapply. This announcement will also be used to fill position during the **SUMMER** and at other times during the year.

Opening Date: 1 February 2007

Closing Date: Indefinite

Position Title: Student Temporary Employment Program Positions

SELECTION WILL BE BASED IN PART ON HOW WELL AND COMPLETE YOU DOCUMENT YOUR WORK EXPERIENCE AND EDUCATIONAL BACKGROUND IN YOUR APPLICATION.

YOU MUST STATE YOUR TYPING SPEED IN ORDER TO BE CONSIDERED FOR ANY POSITION IN WHICH TYPING AND/OR COMPUTER KEYBOARDING IS A JOB REQUIREMENT.

Comments: A variety of positions (e.g., engineering aids, office automation clerks, laborers, etc.) will be filled in accordance with the Handbook X-118 and X118-C within various offices of the Engineer Research and Development Center (ERDC), Hanover, NH (including Fairbanks and Anchorage, AK) and the Vicksburg District Consolidated Contracting Office in Hanover, NH.

YOU MUST LIST ON THE ATTACHED SUPPLEMENTAL FORM WHICH GEOGRAPHICAL LOCATION YOU WISH TO APPLY.

Due to the volume of applications, only selected candidates will be contacted.

The grade and salary range for the different positions to be filled are as follow:

GS-01 through GS-11 (BASIC SALARY RANGE \$8.98 PH - \$32.96 PH)

DB-01 through DB-03 (BASIC SALARY RANGE \$8.98 PH - \$39.50 PH)

DE-01 through DE-04 (BASIC SALARY RANGE \$8.98 PH - \$39.50 PH)

DJ-01 through DJ-03 (BASIC SALARY RANGE \$8.98 PH - \$39.50 PH)

DK-01 through DK-04 (BASIC SALARY RANGE \$8.98 PH - \$27.24 PH)

WG-01 through WG-11 (BASIC SALARY RANGE \$8.24 PH - \$24.33 PH)

(Most positions are filled at the entry level which is represented by the lower end of the salary ranges shown above. Starting salary is adjusted based on the locality in which employed.)

Number of vacancies to be filled by this announcement: MULTIPLE.

Length of Appointment: These are temporary positions for a period not to exceed one year. Some of these positions will be included in a DoD Civilian Personnel Demonstration Project. Some of these positions will require a physical examination by a physician, ability to attain a Top Secret clearance and may be subject to random drug testing.

Organization: Engineer Research and Development Center, <http://www.erdcd.usace.army.mil/>

Duty Station: Various locations

Area of Consideration: All interested candidates who are currently enrolled at a high school, college or technical school and meet the definition of students in accordance with 5 CFR 213.3202(A).

Duties: Incumbent works under close supervision and receives specific instruction as to when and how to accomplish assigned tasks. Other positions may be complex in nature depending on the grade or band of the position. Tasks may involve manual labor, clerical, engineering, science or technician work.

Qualification Requirements: Positions will be filled in accordance with the Qualification Standards for General Schedule positions and Federal Wage Grade standards, which are published by the Office of Personnel Management (OPM). You may review these operating manuals in their entirety by visiting your local library or visiting the OPM website at <http://www.opm.gov/>. Selective Placement Factors: NOT APPLICABLE

Standard/Other Requirement/Instructions on How to Apply:

1. Failure to provide all the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating. Follow the section "How to Apply", in this announcement.

2. Permanent Change of Station (PCS) funds are not authorized.

3. Direct Deposit is REQUIRED. As a condition of employment, candidates appointed are required to enroll and participate in Direct Deposit/Electronic Funds Transfer Program for receipt of their payroll checks.

4. GENERAL ELIGIBILITY REQUIREMENTS:

A. Citizenship: Must be a citizen of the United States of America.

B. Age: Students must be at least 16 years of age at the time of appointment.

C. School Affiliation: All students in the Student Temporary Employment Program must be enrolled in good standing, or have been accepted for enrollment, in an accredited school, and must be working toward a degree, diploma, certificate, etc. Students may be appointed if they are pursuing any of the following educational programs;

- (1) High School Diploma or General Equivalency Diploma (GED)
- (2) Vocational/Technical Certificate
- (3) Associate Degree
- (4) Baccalaureate Degree
- (5) Graduate Degree; and
- (6) Professional Degree

D. Students must be taking at least a half-time course load. The definition of half-time is the definition provided by the school in which the student is enrolled. Students need not be in actual physical attendance, so long as all the other requirements are met. An individual who needs to complete less than the equivalent of half the course load in the enrollment period immediately prior to graduation is still considered a student for the purposes of this program.

E. Students who fail any required high school course are no longer eligible for the Student Temporary Employment Program.

F. While employed, appointees must maintain an acceptable school standing and semester GPA of at least 2.0 on a 4.0 grading scale. Students whose semester GPA falls below 2.0 for two consecutive semesters will no longer be eligible for the Student Temporary Employment Program.

G. Junior College students with a two-year degree or 80 semester hours are not eligible for the Student Temporary Employment Program unless enrolled for a second degree.

H. Undergraduate students with a four-year degree or 150 semester hours are not eligible for the Student Temporary Employment Program unless enrolled for a second degree.

I. Graduate and professional students must meet institution's requirements.

EMPLOYMENT OF RELATIVES: In accordance with 5 CFR Part 310, a student may work in the same agency with a relative when there is no direct reporting relationship and the relative is not in a position to influence, advocate or control the student's appointment, employment, promotion or advancement within the agency.

HOW TO APPLY:

Students applying for this announcement are responsible for assuring that the following documents are completed and included in their application. Applications CANNOT be faxed or e-mailed.

DOCUMENTATION REQUIRED WHEN APPLYING (ALL DOCUMENTS MUST BE CURRENT): Applicants claiming veteran's preference must submit Copy 4 of the DD-214 or other acceptable proof of service or they will not be considered veterans for referral purposes.

- Application for Federal Employment: Applicants may submit a Resume or Option Form 612 which is available at <http://www.opm.gov/forms/html/of.htm>.
- OPM 1386 Background Survey which is available at http://www.opm.gov/forms/pdf_fill/OPM1386B.pdf.
- Supplemental Form which is included with this announcement.

DOCUMENTS REQUIRED AFTER SELECTION AND PRIOR TO APPOINTMENT (ALL DOCUMENTS MUST BE CURRENT):

HIGH SCHOOL STUDENTS

- Letter from School certifying school status (must be on school letterhead and have school seal)
- Class Schedule (official schedule issued from school)
- Official Transcript. The transcript must be an original, no copies will be accepted.

POST HIGH SCHOOL STUDENTS

- The letter must be an original, on school letterhead; with school seal and state that the student is taking at least a half-time academic/vocational/technical course load (See 4D above).
- Class Schedule (official schedule issued from school)
- Complete *Official* College Transcript. The transcript must be an original, no copies will be accepted. Students entering college for the first time are not required to provide transcripts as no class work has been completed.

WHERE TO APPLY: Applications should be mailed or hand-carried to the following address:

Civilian Personnel Advisory Center/CRREL
Student Temporary Employment Program
72 Lyme Road
ATTN: C. Hughlock
Hanover, NH 03755

POC: Colleen Hughlock, Human Resource Management Specialist, 603-646-4132, fax 603-646-4693, colleen.b.hughlock@us.army.mil

APPLICATIONS MUST BE COMPLETE TO RECEIVE EMPLOYMENT CONSIDERATION

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER. All qualified candidates will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status (except where specifically authorized by law), age, politics, or disability which do not relate to successful performance of the duties of this position. Reasonable accommodation to individuals with disabilities will be provided.

THE DEPARTMENT OF DEFENSE PROHIBITS SMOKING IN THE WORKPLACE.

SUPPLEMENTAL FORM – ERDC 002H

Please print the following:

Name:

Social Security Number:

Date of Birth:

School Attending:

Address at College (If you are a college student):

Home Address:

Work Site Preference/s: CHECK ALL LOCATIONS YOU ARE INTERESTED IN

- ☐ Hanover, NH
- ☐ Fairbanks, AK
- ☐ Anchorage, AK

Career Interest/s: **REMINDER: The experience and educational background on your application must be complete in order to receive appropriate consideration.**

- ☐ Engineer
- ☐ Science
- ☐ Math
- ☐ Research
- ☐ Other (Specify) _____

Typing Speed: _____ Words per minute.

DATE: _____

SIGNATURE _____